



## MONROE COUNTY PLANNING DEPARTMENT

### APPLICATION FOR DEVELOPMENT APPROVAL

Application Fee: Major Conditional Use \$6,020.00 Minor Conditional Use \$4,570.00

Please note: These fees also apply to any Amendments to a Conditional Use

**\$50.00 Fire Marshal Fee**

**\$245.00 for each newspaper advertisement x 3**

**\$3.00 for each property owner noticed**

**\$20.00 technology fee for records conversion, storage, and retrieval**

ALL APPLICATIONS MUST BE **DEEMED COMPLETE AND IN COMPLIANCE** WITH THE MONROE COUNTY CODE BY THE PLANNING STAFF **PRIOR** TO THE ITEM BEING SCHEDULED (SEE PAGE FOUR.)

1) Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Fax) \_\_\_\_\_

2) Agent Name/Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Fax) \_\_\_\_\_

3) Property Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Fax) \_\_\_\_\_

4) Legal Description of Property:

Street Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

**If in metes and bounds, attach legal description on separate sheet.**

Key: \_\_\_\_\_ MM: \_\_\_\_\_

Real Estate (RE) Number(s): \_\_\_\_\_

5) Land Use District(s): \_\_\_\_\_

6) Present use of the property: \_\_\_\_\_

7) Proposed use of the property: \_\_\_\_\_

8) Gross floor area in square feet (Non-residential uses): \_\_\_\_\_

9) Number of residential units to be built: \_\_\_\_\_

10) Number of affordable or employee housing units to be built: \_\_\_\_\_

11) Number of hotel-motel, recreational vehicle, institutional residential or campground  
units to be built per type: \_\_\_\_\_

12) Has an application been submitted for this site within the past two years? \_\_\_\_\_

13) If yes, name of the applicant and date of application: \_\_\_\_\_

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

\_\_\_\_\_  
Signature of Applicant or Agent

\_\_\_\_\_  
Date

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ A.D.

\_\_\_\_\_  
Notary Public  
My Commission Expires

### **ATTACHMENT A**

The following is a list of required documents for conditional use approval. To determine whether

an item is appropriate to a particular application, please contact the Planner and Biologist reviewing your application.

- \_\_\_\_\_ PROOF OF OWNERSHIP: deed, lease or pending sale contract.
- \_\_\_\_\_ LOCATION MAP showing where the project is located on the Key. This enables people to easily find the project
- \_\_\_\_\_ PHOTOGRAPHS of site from the main adjacent road. A recent aerial photograph with property boundaries delineated may be substituted.
- \_\_\_\_\_ SEALED AND SIGNED SURVEY by a Florida registered surveyor. The survey should include elevations and location of all existing structures, paved areas, location of all utility structures, bodies of water, docks, piers, mean high water line, acreage by Land Use District and acreage by habitat.
- \_\_\_\_\_ VEGETATION SURVEY or Habitat Evaluation Index, if applicable, prepared by a biologist qualified by the Monroe County Environmental Resources Department.
- \_\_\_\_\_ ENVIRONMENTAL DESIGNATION SURVEY and COMMUNITY IMPACT STATEMENT (Major Conditional Uses only).
- \_\_\_\_\_ SITE PLAN prepared by a Florida registered architect, engineer or landscaped architect at a standard engineering scale as appropriate for the size and shape of the project  
**INCLUDING BUT NOT LIMITED TO:**
  - \_\_\_\_\_ Property lines and mean high-water shoreline and outside dimensions of the entire parcel;
  - \_\_\_\_\_ All areas and dimensions of existing and proposed structures;
  - \_\_\_\_\_ Adjacent roadways and uses of adjacent property;
  - \_\_\_\_\_ Setbacks as required by the Land Development Regulations;
  - \_\_\_\_\_ Parking (including handicap parking) and loading zone locations and dimensions;
  - \_\_\_\_\_ Calculations for open space ratios, floor area ratios, density and parking;
  - \_\_\_\_\_ Outdoor lighting location, type, power and height;
  - \_\_\_\_\_ Extent and area of wetlands, open space areas and landscape areas;
  - \_\_\_\_\_ Location of solid waste separation, storage and removal;
  - \_\_\_\_\_ Type of ground cover such as asphalt, grass, pea rock;
  - \_\_\_\_\_ Sewage treatment facilities;
  - \_\_\_\_\_ Existing and proposed fire hydrants or fire wells;
  - \_\_\_\_\_ Location of bike racks (if required);
  - \_\_\_\_\_ Flood zones pursuant to the Flood Insurance Rate Map (FIRM);
  - \_\_\_\_\_ Adjacent Land Use Districts.
- \_\_\_\_\_ FLOOR PLANS at an appropriate standard architectural scale including handicap accessibility features;
- \_\_\_\_\_ LANDSCAPE PLANS at the same scale as the site plan. May be on a separate plan or shown on the site plan. **INCLUDING BUT NOT LIMITED TO:**
  - \_\_\_\_\_ Building footprints, driveways, parking areas and other structures;
  - \_\_\_\_\_ Open space preservation areas;
  - \_\_\_\_\_ Size and type of buffer yards including the species, size and number of plants;
  - \_\_\_\_\_ Parking lot landscaping including the species, size and number of plants;
  - \_\_\_\_\_ Existing natural features;
  - \_\_\_\_\_ Specimen trees, or threatened and endangered plants to be retained and those to be relocated or replaced;

Transplantation plan (if required).

- \_\_\_\_\_ CONCEPTUAL DRAINAGE PLAN with drainage calculations prepared by a registered engineer at the same scale as the site plan: The plan must show existing and proposed topography, all drainage structures, retention areas and drainage swales, and existing and proposed permeable and impermeable areas.
- \_\_\_\_\_ ELEVATION DRAWINGS of all proposed structures with the elevations of the following features referenced to NGVD: Existing grade, finished grade, finished floor elevations (lowest supporting beam for V-zone development), roofline and highest point of the structure.
- \_\_\_\_\_ TRAFFIC STUDY prepared by a licensed traffic engineer.
- \_\_\_\_\_ CONSTRUCTION MANAGEMENT PLAN (State how impacts on nearshore water and surrounding property will be managed - i.e. construction barrier, hay bales, flagging, etc.).
- \_\_\_\_\_ CONSTRUCTION PHASING PLAN.
- \_\_\_\_\_ TYPED NAME AND ADDRESS **MAILING LABELS** of property owners within a 300 feet radius of the subject property. This list should be compiled from the current tax rolls located in the Property Appraiser's Office. **Also**, please provide the listing of the names, subdivision name, lot and block # and the RE #'s for each address and note those that are adjoining the property. Adjoining lots are not disrupted by a canal or street. When a condominium is adjoining the property within the three hundred (300) feet, each unit owner must be included.

**All Applications require sixteen (16) copies of all blueprints.**

LETTERS OF COORDINATION MAY BE REQUIRED FOR YOUR PROJECT. The applicant must check with the Planning Department to identify other agencies expected to review the project. If the supporting data such as blueprints or surveys are larger than 8 1/2 x 14 inches, the applicant shall submit sixteen (16) copies of each.

These may include:

- \_\_\_\_\_ Florida Keys Aqueduct Authority (FKAA)
- \_\_\_\_\_ Florida Department of Health and Rehabilitative Services (HRS)
- \_\_\_\_\_ Florida Keys Electric Cooperative (FKEC) / City Electric System (CES)
- \_\_\_\_\_ Monroe County Fire Marshall
- \_\_\_\_\_ South Florida Water Management District (SFWMD)
- \_\_\_\_\_ Florida Department of Environmental Protection (FDEP)
- \_\_\_\_\_ Florida Department of State, Division of Historic Resources
- \_\_\_\_\_ Florida Game and Freshwater Fish Commission (FGFFC)
- \_\_\_\_\_ U.S. Army Corps of Engineers (ACOE)
- \_\_\_\_\_ U.S. Fish and Wildlife Service (USFW)
- \_\_\_\_\_ Monroe County Recycling Department
- \_\_\_\_\_ Florida Department of Transportation (FDOT)